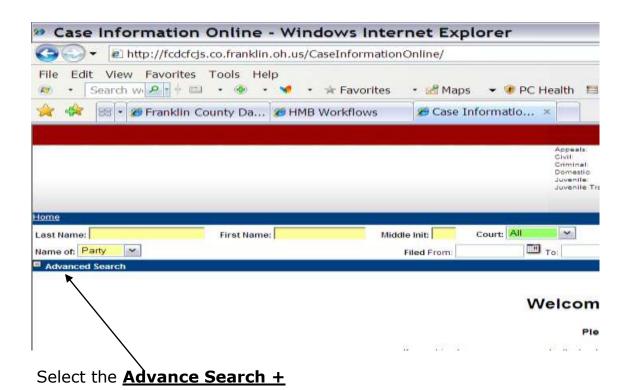
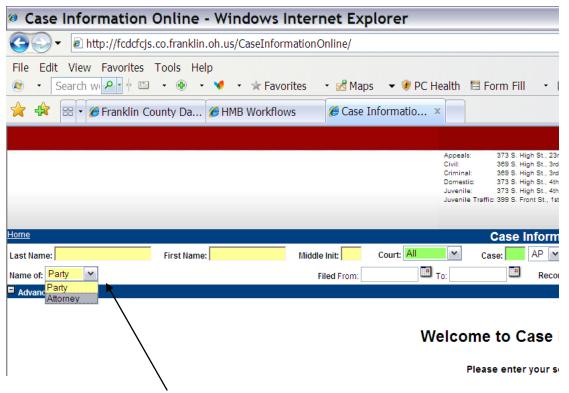
Email Updates Instructions

The Email subscription function is easy—just click on the subscribe button and fill out the requested information to activate the subscription. There are three different ways to search for cases—by the name of a party in a case, by the case number, or by the attorney's name or Supreme Court Identification number.

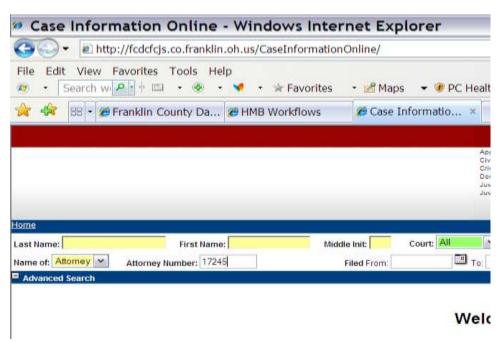
1) Attorney Name or Attorney Supreme Court Number

(Mass Case Email Subscription)



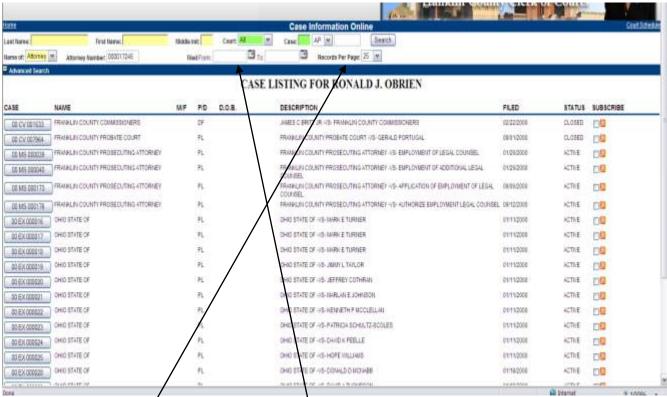


1. Choose the **Attorney** option in the **Name of** drop-down menu

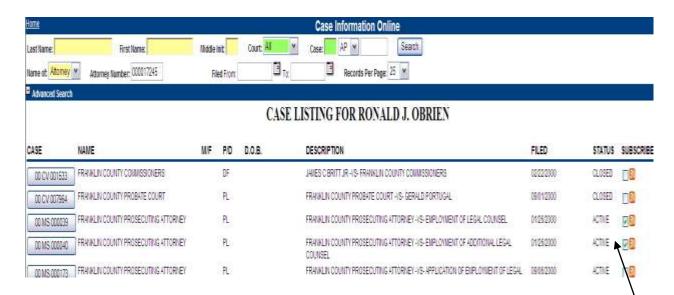


2. Enter the attorney's first and last name in the appropriate fields, or enter the attorney's Supreme Court Identification number in the **Attorney Number** field. Select the **Search** Button or press the Enter key on your keyboard.

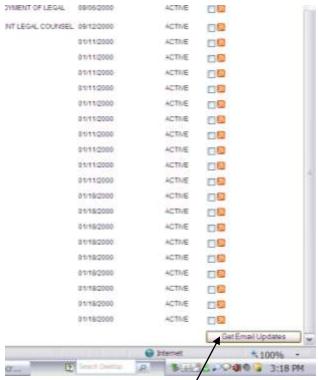
NOTE: If you enter the Attorney's last name only, the CIO will display a list of all attorneys with the same or similar last names. Click on the specific attorney whose cases you wish to view.



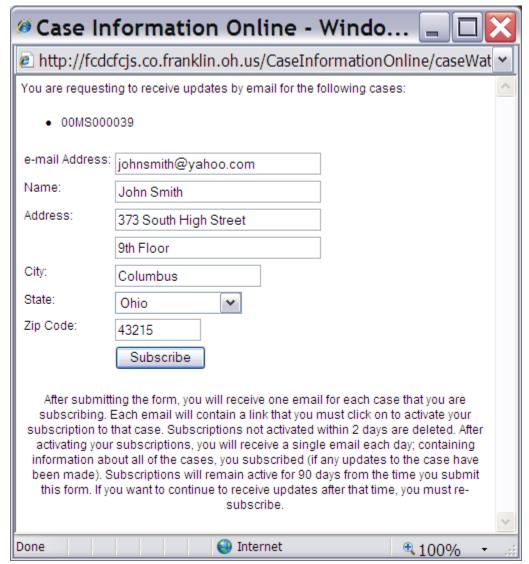
3. All of the cases on which the attorney has entered an appearance will appear. To narrow your search, enter a **date range** and/or choose the amount of **Records Per Page** you would like to view. You can choose up to 350 records at a time.



4. To subscribe to a specific case or cases, place a check mark into the **Subscribe box**.



5. Select the "Get Email Updates" button in the bottom right hand corner.

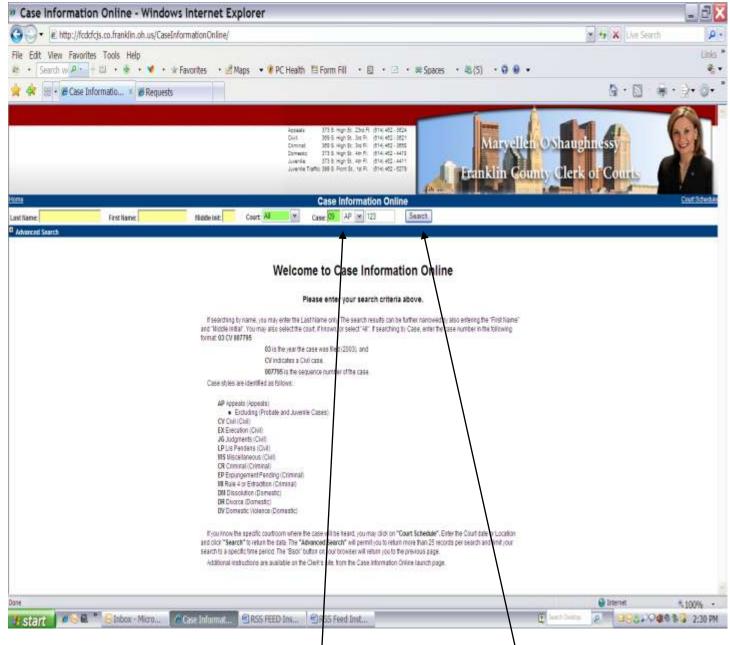


6. A window will appear with a list of all the cases which you have chosen. To activate the subscription, please fill out the requested information and select the "Subscribe" button.

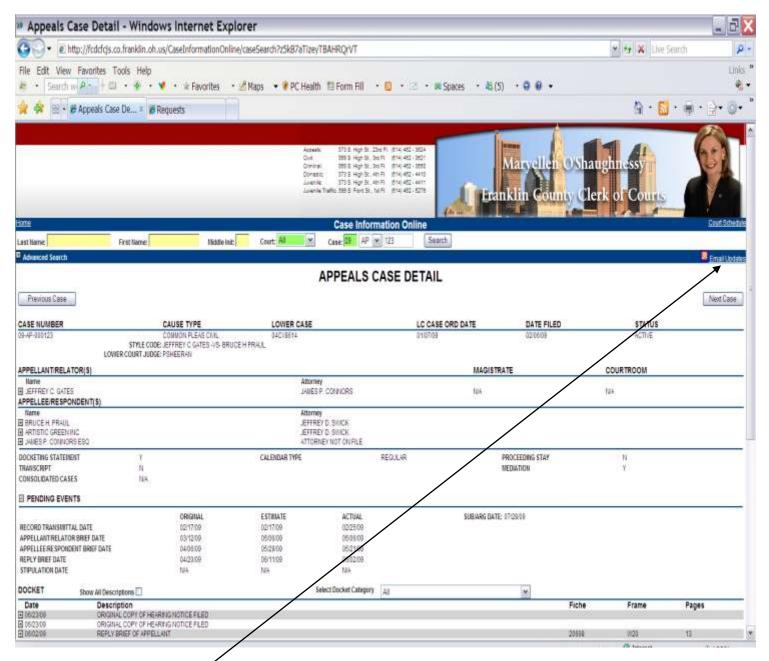
After submitting the form, you will receive one email for each case in which you subscribed. Each email will contain a link that you must click on to activate your subscription to that case. Subscriptions not activated within 2 days are deleted.

After activating your subscription(s), you will receive a single email each day; containing information about all of the cases in which there was activity the previous day. Subscriptions will remain active for 90 days from the time you submit this form. If you want to continue to receive updates after that time, you must re-subscribe. You will be sent a reminder prior to the expiration of the subscription for a reminder.

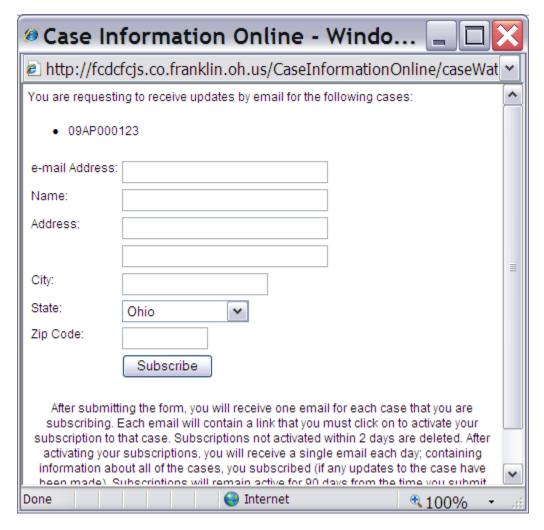
Case Number (Single Case Email Subscription)



1. Enter your Case number in the **Case** fields and select **Search** or **enter** key.



2. Select the **Email Updates** button.

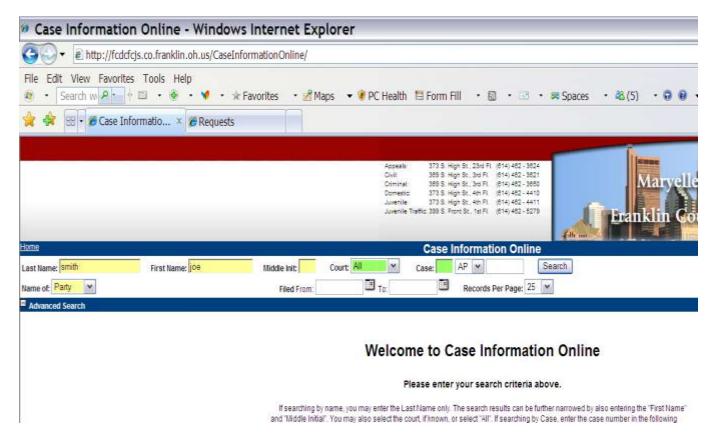


3. A window will appear with a list of all the cases which you have chosen. To activate the subscription, please fill out the requested information and select the "Subscribe" button.

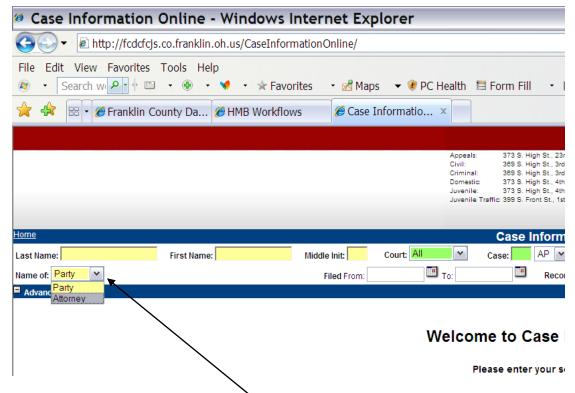
After submitting the form, you will receive one email for each case in which you subscribed. Each email will contain a link that you must click on to activate your subscription to that case. Subscriptions not activated within 2 days are deleted.

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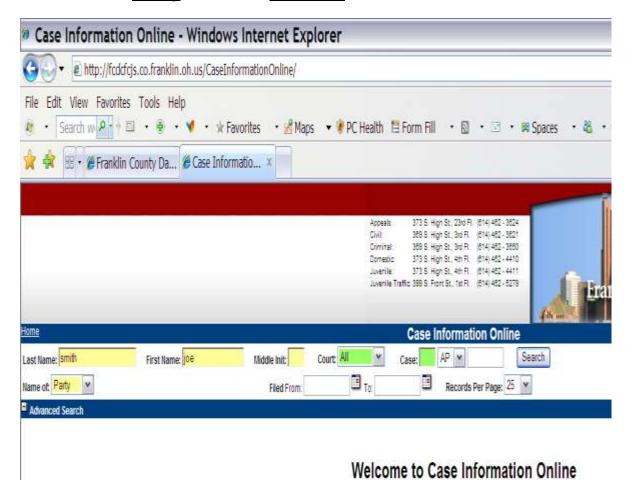
Party Name (Mass Case Email Subscription)



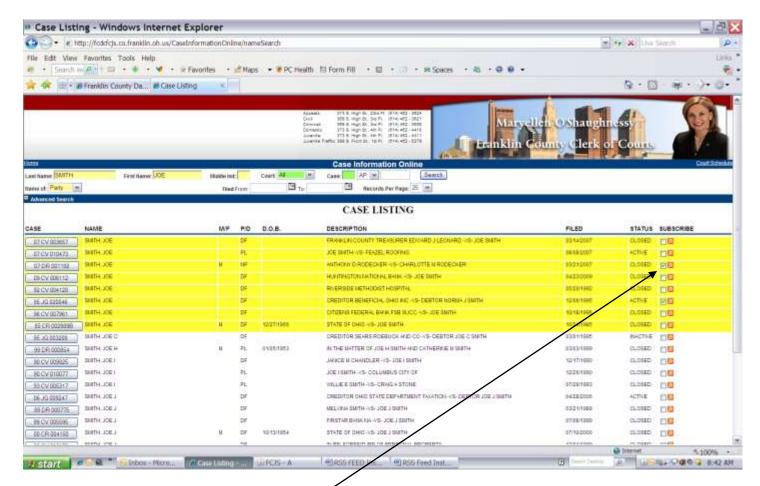
1. Select the Advance Search +



2. Choose **Party** under the **Name of** field:



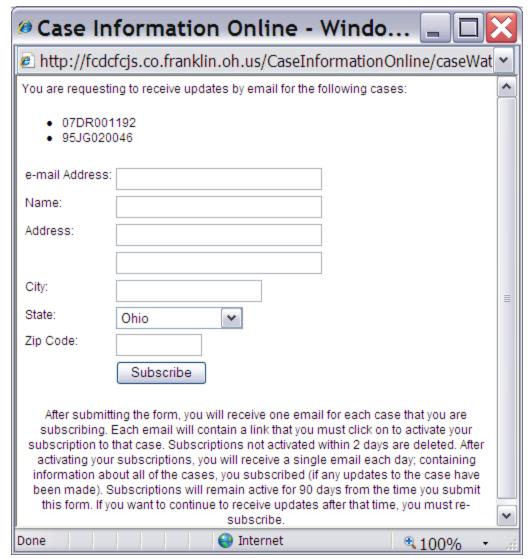
3. Enter the Party's Last and First Name. Select the <u>Search</u> Button or press the Enter key on your keyboard.



4. To subscribe to cases in which you would like to receive email updates, place a check mark into the **Subscribe box**.

DESCRIPTION	FILED	STATUS	SUBSCRIBE
HAMEDICOUNTY THE USERSESSIVED LESSAND US JOE SHITH	13542807	CLOSED	20
USE SMITH HIS FENDEL POORPHIS	00002567	ACTHE	
VITHORY D RODECKER 45-CHARLOTTE VIRODECKER	00212807	070860	E0 .
HUNTINGTON NATIONAL BANK 45-JOE DATH	14232511	01,0860	E0
RHERSCE VETHODIST HOSPITAL	16291992	CLOSED	<u></u>
CRESTOR BENEFICIAL CHICKIS - IS-DEBTOR INCRIBAL I SMITH	1206/1885	ACTRIE	90
CITIZENS FEDERIK, SHINK FEB SVCC HS-JOE SWITH	1019199	0,0550	D0
STATE OF CHICA COE SWITH	10041985	010950	00
CREDITOR SEVES ROSEBUCK AND CO VIS-DEBTOR JOS C SWITH	53911895	NACTIVE	D0
IN THE WATTER OF JOE H SWITH HIS CATHERINE IS SWITH	03031999	01,0860	D8
HINCE IN OHNIELER HIS-LICE ISBUTH	12/17/1988	0,0950	00
ISE I SWITH HIS COLUMBUS CITY OF	1225/1988	0,0960	D0
NULE E SWITH-49-CRAS ASTONE	0709/1980	CLOSED	08
CREDITOR CHO STATE DEPVETMENT TANATION (IS DESITOR JOE J SWITH	14292115	ACTRIE	E8
16EL161A 336TH-1-15-30E-2-386TH	03211989	CLOSED	D8
FRSTAR BANKNA -15-JOE / SWITH	2708/1999	0,0950	00
H1881 200-040-40 40 FMR	17/10/05111	0.0960	D0
INRE FORFEITURE OF FERSOVAL PROPERTY	12011188	CLOSED	08
STATE OF 0H0 -15-30E SMTH	83/30/1995	0,0560	00
STATE OF OHIO-1/0-1/06/18WTH	10231999	CLOSED	00
CHROLE 4 SWITH 4/S-JOEL SWITH	0209/1979	0,0960	00
CREDITOR SURGICIAL ASSOCIATES OF COLUMBUSING 45-DEBTOR JOE L SWITH	05121994	NACTIVE	D8
SEATE OF CHIC - LOE LISHTH	03/07/1994	CLOSED	08
STATE OF OHO AS-JOE L SWITH	34021982	0,0560	00
STATE OF CHIC HIS-JOE L SWITH	09/17/1982	CLOSED	00
STATE OF CHO-45-, CE L SWITH	1201/1986	0,0950	00
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5. Select the "Get Email Updates" button in the bottom right hand corner.



6. A window will appear with a list of all the cases which you have chosen. To activate the subscription, please fill out the requested information and select the "**Subscribe**" button.

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